

TRIPURA GAZETTE

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**PART--I-- Orders and Notifications by the Government of Tripura,
The High Court, Government Treasury etc.**

**GOVERNMENT OF TRIPURA
DIRECTORATE OF INFORMATION TECHNOLOGY**

ITI Road, Indranagar, Agartala-799006

No.F.2(3)/DIT/Estt/2000/Vol-II/740-839

Dated, Agartala, the 18th January, 2022.

NOTIFICATION

In exercise of the powers conferred by provisio to Article-309 of the Constitution and in supersession of the existing recruitment rules for the post mentioned herein, the Governor hereby makes the following rules regulating the method of recruitment to the Group-B (Non-Gazetted) category posts (Non-technical) in the Department / Organization namely.

1. Short title and commencement –

(1) These rules may be called Recruitment Rules, 2021 for the post of Office Superintendent (OS) under the Directorate of Information Technology, Government of Tripura.

(2) They shall come into force on the date of their publication in the official Gazette.

2. The name of the post has been specified in Column-1 of the Schedule enclosed at Annexure-1.

3. Number, Classification and scale of pay:-

The number of the said post, its classification and the scale of pay attached thereto has been as specified in column 2 to 4 of the Schedule included.

4. Method of recruitment, age limits, qualification etc.

The method of recruitment to the said posts, age limits, qualifications and other matters relating to the said post shall be as specified in Columns 5 to 13 of the Schedule.


5. Disqualification:- No person

- (a) who has entered into or contracted a marriage with a person having spouse living; or
- (b) who, having a spouse living has entered into or contracted a marriage with any person shall be eligible for appointment to the said post.

Provided that the State Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

6. **Power relax:-** Where the State Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in the writing, relax any of the provisions of these rules with respect to any class or category of persons.
7. **Repeal:-** The common Recruitment Rules for the post of Office Superintendent (OS) that are existing under the Government of Tripura hereby stand repealed with immediate effect and are replaced by this Recruitment Rules according to the Schedule at Annexure-I enclosed herewith.
8. **Savings:-** Nothing in those rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the State Government from time to time in this regard.
9. This Notification is issued as per approval of the G.O. No. 03 vide File No. 20(4)-GA(P &T)/19(Part-II) dated 13th August, 2020 and Finance Department vide U.O. No. 256 – FIN (Expdt-III)/21 dated 02/08/2021

By order and in the name of the Governor,


(Puneet Agarwal)
Principal Secretary, IT
Govt. of Tripura.
(Puneet Agarwal)
Principal Secretary
Industries & Commerce (IT)
Govt. of Tripura.

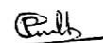
Annexure -I

Recruitment Rules (RRs) for the post of **Office Superintendent (OS) Grade** under Directorate of Information Technology.

SCHEDULE

1	Name of the Post	:	Office Superintendent (OS)																				
2	Number of Posts	:	1 (one) plus additional post(s) as and when created by the Government																				
3	Classification	:	Group-B (Non-Gazetted)																				
4	Scale of Pay	:	<table><tr><td>Pre-revised Scale of pay</td><td>Corresponding revised Scale of Pay</td></tr><tr><td>PB-3, Pay Band Scale Rs.10230 - 34800/- Grade Pay Rs.4,600/-</td><td>Cell-1 of Level-12 of Tripura State Pay Matrix, 2018 [Tripura State Civil Service (Revised Pay) (First amendment) Rules, 2018].</td></tr></table> Subject to revision by the Government from time to time	Pre-revised Scale of pay	Corresponding revised Scale of Pay	PB-3, Pay Band Scale Rs.10230 - 34800/- Grade Pay Rs.4,600/-	Cell-1 of Level-12 of Tripura State Pay Matrix, 2018 [Tripura State Civil Service (Revised Pay) (First amendment) Rules, 2018].																
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5	Method of recruitment whether by direct recruitment or by promotion or transfer on deputation and percentage of the vacancies to be filled by various method	:	<p>i) 100% by Promotion failing which by transfer on deputation and failing both by Direct Recruitment</p> <p>ii)(a) For direct recruitment selection will be through competitive examinations (Written and Viva voce) to be conducted by the TPSC as per provision of the New Recruitment Policy vide No. F.20(1)-GA(P&T)/18 dated 05/06/2018.</p> <p>b) Viva voce / Interview shall be not exceeding 15% of the Total Marks</p> <p>(c) Selection procedure</p> <table><tr><td>Sl. No.</td><td>Written exam</td><td>Marks</td><td>Duration</td></tr><tr><td>1</td><td>English</td><td>100</td><td>2(two) hours</td></tr><tr><td>2.</td><td>General Knowledge & Current Affairs</td><td>60</td><td>One and half hours [90 (ninety) minutes)</td></tr><tr><td>3.</td><td>Job-oriented subject Accounts etc.</td><td>40</td><td>2(two) hours</td></tr><tr><td>4.</td><td>Viva/Interview</td><td>20</td><td>As per TPSC norms</td></tr></table> <p>d) Syllabus - Enclosed at Annexure-A (and as revised by the Government from time to time)</p>	Sl. No.	Written exam	Marks	Duration	1	English	100	2(two) hours	2.	General Knowledge & Current Affairs	60	One and half hours [90 (ninety) minutes)	3.	Job-oriented subject Accounts etc.	40	2(two) hours	4.	Viva/Interview	20	As per TPSC norms
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1	English	100	2(two) hours																				
2.	General Knowledge & Current Affairs	60	One and half hours [90 (ninety) minutes)																				
3.	Job-oriented subject Accounts etc.	40	2(two) hours																				
4.	Viva/Interview	20	As per TPSC norms																				
6	Age limit for direct recruitment	:	Upto 40 years, Upper age limit is relaxable by 5 years in case of ST/SC/PwDs(PH)/Government servant candidates																				

7	Educational and other qualification required for direct recruitment	:	i) Graduate Degree from any recognized University with at least 15 (fifteen) years service experience in office work which should include 5(five) years in the grade of Head Clerk or equivalent post and successful completion of Accounts Training conducted by the State Government (Experience certificate from concerned department shall be required to be produced)
8	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion	:	Age:- No Qualification:- No
9	Whether Selection post or Non-Selection post	:	For Direct Recruitment:- Selection [As per Item No. 5 (ii) above] For Promotion:- Non-selection
10	Period of probation, if any	:	2(two) years
11	In case of recruitment by promotion / transfer on deputation, grade from which promotion / transfer on deputation is to be made	:	(i) Promotion from the Head Clerk/Accountant grade who have completed at least 5(five) years service in the grade and passed Accounts Training conducted by the State Government. (ii) Transfer on deputation from analogous post failing which by deputation from suitable official holding the post of Head Clerk grade post under the State Government with 5(five) years regular service in the respective grade with Accounts Training passed Note:- Departmental candidates having completed 5(five) years of regular services or more in the grade of Head Clerk/Accountant grade post and have attained the age of 55(fifty-five) years may be exempted from the passing Accounts Training
12	If a DPC exists, what is its composition	:	Group-B (Non-Gazetted) Departmental Promotion Committee (DPC)
13	Circumstances in which TPSC is to be consulted while making recruitment	:	As required under the Tripura Public Service Commission (exemption from consultation) Regulation, 1973
14	Repeal	:	Nil



Principal Secretary of the Department
(Puneet Agarwal)
Principal Secretary
Industries & Commerce (IT)
Govt. of Tripura.

Annexure-A

-:SYLLABUS OF WRITTEN EXAMINATIONS :-

(For Direct recruitment to the Office Superintendent Grade Posts through TPSC)

THE WRITTEN EXAMINATION & INTERVIEW WILL BE HELD AS FOLLOWS:-

Subject	Syllabus	Full Marks	Time
English	Report Writing or Essay, Translation into English from Bengali, Summery/Precise Writing (Descriptive Type/Conventional Exam)	40	2 (two) hours
	Use of appropriate preposition and Articles, Correction of sentences, Common Phrases Synonyms & Antonyms (OMR based MCQ Type)	60	
General Knowledge & Current Affairs	(i) Matter of common experience and current events and problems with special reference to India and world, helping the development of curiosity and interest among the youths (ii) Elementary knowledge of Indian History, Indian Geography. (OMR based MCQ Type)	60	1.5 (One and half) hour [90 (ninety) minutes]
Job Oriented	Descriptive and objective question. Manual of Office Procedure, TCS Conduct Rules, Pension & Leave Rules, GPF Rules, Basic Feature of Constitution of India. (Assembly & Parliament)	40	2 (two) hours

Note:- Negative Marking on MCQ question (for wrong answer) will remain as per TPSC norms and amended from time to time.



(Principal Secretary of the Department)
(Puneet Agarwal)
Principal Secretary
Industries & Commerce (IT)
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